

I. INTRODUCTION

The Marketing Services Office carries out assigned Cotton Division programs within a designated geographical area. Programs include the classification of cotton, market news services, statistical procedures incidental to quality estimates of the cotton crop and annual carryover, cottonseed sampling, and other marketing and allied regulatory responsibilities.

The incumbent serves as a technical assistant to the shift supervisor.

II. DUTIES AND RESPONSIBILITIES

The employee may perform one or more of the following functions in the Marketing Services Office.

- A. Provides technical supervision over the work of lower level Aids in the classing laboratory. Instructs on specific tasks and job techniques and provides on-the-job training to new employees. Recommends assignment rotations.
- B. Is responsible for insuring that calibration, maintenance, and checktesting is performed and properly recorded. Assists in making adjustments to the instruments based on calibration results. Insures classing stations are kept as clean and lint-free as possible.
- C. Calibrates micronaire machines, where applicable.
- D. As a working leader, the incumbent either performs or oversees the technical performance of the following duties:
 - 1. Arranges cotton samples in conditioning trays. Insures identification tags are present.
 - 2. Operates one of two support positions on a High Volume Instrumentation (HVI) production line and performs the following duties:
 - (a) Takes samples from Agricultural Commodity Grader and performs a series of color and strength readings. On some models of HVI equipment performs micronaire tests.

(b) Holds sample until all tests are completed. If a sample is selected for check-testing, places sample and tag into check lot sack. If the sample is not recalled, disposes of it.

(c) operates scales and airflow instruments on a production line basis making airflow measurements (micronaire readings) of cotton samples. This requires: (1) feeding a sample to the operation from a bulk supply of cotton samples; (2) extracting a composite specimen representing both sides of the sample; (3) weighing out proper amount on a delicate scale; (4) determining the reading and recording this on tag; and (5) placing finished sample in tray for removal to the classing operation.

(d) As assigned by the Office Assistant, performs clerical tasks in the office, such as filing, posting records, preparing mailings, running totals on reports, and preparing summary sheets.

JOB CONTROLS

A. Responsibility for the Work of Others:

Trains and orients newly hired Agricultural Commodity Aids, and maintains continuing supervision of performance and review of work already completed. Makes recommendations to supervisor as to optimum number of employees needed from day-to-day.

Initially receives complaints of subordinates, resolves very minor ones, and refers others to supervisor.

B. Supervision and Guidance Received:

Administrative supervision is provided by the Office Assistant. Technical guidance is given by a senior Agricultural Commodity Grader. Instructions are given with each assignment. Work is spot-checked for conformance with instructions, accuracy, and a satisfactory rate of production.